



KLETTING ROOM

Capacity: 38

Seated: 20

NAME:

CONTACT PHONE:

EVENT DATE:

SET-UP TIME:

START TIME AND DURATION OF
EVENT:

To complete this form electronically, please save it to your computer before filling it out. Please clearly note preferred set-up configuration on the diagram.

Diagrams must be submitted no later than 2 weeks prior to the event or additional fees will be charged. Additional fees may apply if room set-up is altered from agreement.

Provided in Room:

20 Leather Chairs at Table

12 Extra Chairs

2 Catering Tables

Conference Table

Please note additional equipment needed (chairs, tables, garbage cans, podium and mic, etc):

Please submit completed diagram attn: Capitol Scheduling (fax) 801.538.3221 or capitolscheduling@utah.gov

